

SECTION V

Appendices

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APPENDICES**

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Appendix A
Calendar Event/Designated Day Types
5/16/00

Event Code	Type of Day	Calendar Event/Designated Day Description
CS	Calendar Start Date	The first day of the calendar for the service program.
CE	Calendar End Date	The last day of the calendar for the service program.
AS	Attendance Start Date	The first day students are scheduled to attend for the service program.
AE	Attendance End Date	The last day students are scheduled to attend for the service program
IS	In Service Day	A day for staff development.
IO	In Service Optional	The number of days for staff development that do not have a scheduled date. Note: Does not require a date transmit.
PT	Parent-Teacher Conference	A day set up to allow parents and teachers time to address accomplishments and/or concerns regarding a child's education.
TV	Teacher Vacation	The designated days that are set aside during the service program for all teachers to be off.
AD	Abbreviated Day	An instructional day that has been shortened.
CH SH OH	Holiday	A day where students and school approved personnel do not attend school. <ul style="list-style-type: none"> • Christmas • Spring Break • Other
OV OS OA OI OO	Discretionary Day (Other Day)	The local board upon recommendation of the superintendent designates a discretionary day. The following are types of discretionary days: <ul style="list-style-type: none"> • Teacher vacation • In-service • Administrative • Instructional • Other
MI	Missed Instructional Day	A missed instructional day can occur for one of the following reasons: Inclement weather (non-stockpiled day) or Other (for example, a strong smell in the school or the school's heating unit is not working) Note: Currently the number of hours required to make up a missed instructional day is 6 ½ hours. A missed instructional day is applied to the entire school day.
SI SP	Stockpiled Day	A stockpiled day used as one of the following: <ul style="list-style-type: none"> • Inclement weather • Professional Development Note: Inclement weather is applied to an entire day. Professional development may be applied in partial days.
ID	Instructional Days	Days used for classroom instruction. Note: No restrictions have been placed on which days of the week can be designated as instructional or non-instructional. Therefore, the ability to designate a Saturday or Sunday as an instructional day will be supported. Instructional days do not need to be entered for every day of the service program. Days will be assumed instructional if they fall within the service

		program and are not on the weekend, and have not been indicated as non-instructional.
MS MD MA MU MH	Make-up Day	<p>An instructional day that is used to make up instructional time missed. Currently one of the following methods may be used to make up a missed instructional day:</p> <ul style="list-style-type: none"> • Extend Service Program • Extend School Day (Must meet the minimum amount time that the day must be extended as per the Attendance Manual) • Saturday • Sunday • Day previously designated as a Holiday

Appendix B
Report Periods
5/16/00

Code	Report Period Description
01	First reporting period of the school year.
02	Second reporting period of the school year.
03	Third reporting period of the school year.
04	Fourth reporting period of the school year.
05	Fifth reporting period of the school year.
06	Sixth reporting period of the school year.
07	Seventh reporting period of the school year.
08	Eighth reporting period of the school year.
09	Ninth reporting period of the school year.
99	Cumulative Year to Date (For reports only)
00	Year End (For reports only)

Appendix C
Race/Ethnic Origin
5/16/00

Code	Race/Ethnic Origin Description
I	American Indian or Alaskan Native
A	Asian
P	Native Hawaiian or Other Pacific Islander
B	Black or African American
H	Hispanic or Latino
W	White

Appendix D
Enrollment Reasons
5/16/00

Code	Type Of Enrollment Description
E	<p>Regular Enrollment</p> <ul style="list-style-type: none"> • Entering a Tennessee public school for the first time this school year and not having been enrolled in another state this school year. • Transfer from a private, parochial or home school and not having dropped out or enrolled in another Tennessee public school this year. • Transferring from one year's file to another year's file in the same school. • Following the normal grade progression from one school to another school.
E1	<p>Out of State Enrollment</p> <ul style="list-style-type: none"> • Entering a Tennessee public school for the first time this school year and having been previously enrolled in another state this school year (includes students that move to Tennessee during the summer).
TR	<p>Transferred Enrollment</p> <ul style="list-style-type: none"> • Entering this school for the first time this school year and having been previously enrolled <ol style="list-style-type: none"> 1) in another public school in Tennessee this school year. 2) in another public school in Tennessee on the 180th day of last school year, or 3) in another public school in Tennessee the previous year and moved during the summer.

Appendix E
English Language Background
5/16/00

Code	ELB Description
L	“English Language Learner (ELL)” Students whose first language is not English and who qualify for the services of an English as a Second Language “ESL” teacher.
N	“Non-English Language Background (NELB)” Students whose first language is not English, and DO NOT qualify for the services of an ESL teacher.
E	“English Native” A student whose primary or native language is English.

Appendix F
Attendance Codes
5/16/00

Code	Type of Attendance Description
A	Absent
P or Blank	Present for Attendance
T	Present for Transportation Only

Appendix G
Disciplinary Actions/Reasons
5/16/00

Action Code	Disciplinary Action Description
S	Out-of-school Suspension
E	Expelled
R	Remandment to an alternative educational setting

Reason Code	Reasons for Disciplinary Actions
01	Attendance related <ul style="list-style-type: none"> • Truancy • Tardiness • Leaving School Premises • Cutting Class • Absenteeism • Trespassing on school grounds while on suspension/expulsion
02	Immoral, disreputable conduct <ul style="list-style-type: none"> • Profanity or Vulgarity • Sexual Harassment, verbal, written, or physical action or gestures of a sexual nature • Lewd behavior, indecent exposure
03	Violence, threatened violence <ul style="list-style-type: none"> • Battery (includes sexual battery) • Assault against staff, teacher, or student • Robbery i.e., extortion of lunch money • Threat (physical or verbal) or Intimidation • Homicide • Kidnapping • Gang-related/Hate-related violence or Intimidation
04	Fighting among students <ul style="list-style-type: none"> • Fighting • Inciting other students to create a disturbance • Disorderly conduct • Gang-related/Hate-related fights
05	Willful damage of property (Personal and Public) <ul style="list-style-type: none"> • Damaging school property • Bomb threat • Arson • Tampering/Setting off fire alarms • Vandalism
06	Drinking alcoholic beverages <ul style="list-style-type: none"> • Possession/Use of alcoholic beverages

	<ul style="list-style-type: none"> • Distribution/Sale/Purchase of alcoholic beverages
07	Possession, Use of Drugs (Illegal) (ZERO TOLERANCE) <ul style="list-style-type: none"> • Possession/Use of illegal drugs • Purchase/Sale/Distribution of illegal drugs • Under the influence of drugs • Possession of drug devices
08	Theft, extortion (school building or school function activities) <ul style="list-style-type: none"> • Petty theft • Possession of stolen property • Extortion • Breaking and Entering/Burglary • Larceny, theft • Motor vehicle theft
09	Possession, use of tobacco (school building, school function activities, or school transportation) <ul style="list-style-type: none"> • Possession/Use of Tobacco or Tobacco products • Distribution/Sale of Tobacco or Tobacco products
10	Possession, use of firearms (ZERO TOLERANCE) <ul style="list-style-type: none"> • Possession/Use of all kinds of firearms • Possession of operable or inoperable and loaded/unloaded firearms
11	Possession, use of other dangerous weapons (school building, school function activities, or school transportation) <ul style="list-style-type: none"> • Possession/use of instrument or object to inflict harm or intimidate i.e., knives, chain, pipe, razor, electrical weapons/devices, pepper gas, etc. • Possession/use of fireworks or incendiary devices
12	Immunization
13-15	Other
16	Battery against teacher or staff (ZERO TOLERANCE)

Appendix H
Withdrawal Reasons
5/16/00

Withdrawal Code	Withdrawal Code Description
00	Dropout, under 18
01	Dropout, 18 and over
02	Withdrawn to state institution (i.e. TPS, DHS, etc.)
03	Transferred to other Tennessee school system
04	Transferred to other school in same system (includes students transferring to Adult High School with Superintendent's approval)
05	Transferred out-of-state
06	Transferred to non-public school in Tennessee
07	Doctor certified withdrawal
08	Deceased
09	Transferred to mental or drug rehabilitation institution
10	Withdrawn to a home school (Formal Intent to register must be on file)
11	Court Order (Copy of court order/judge decision must be on file)
12	Graduation during summer or first semester and/or anytime prior to spring graduation, regular diploma or GED diploma. COPY OF GED DIPLOMA MUST BE ON FILE.

Appendix I
Staff Assignments/Positions
05/20/03

Code	Teacher Assignments/Positions Description
EA	• Elementary Art Specialist
EP	• Elementary Physical Education Specialist
EM	• Elementary Music Specialist
ET	• Elementary Computer Technology Specialist
SK	• Special Education Pre Kindergarten
PK	• Pre Kindergarten / Preschool
KG	• Kindergarten
G1	• Grade 1
G2	• Grade 2
G3	• Grade 3
G4	• Grade 4
G5	• Grade 5
G6	• Grade 6
G7	• Grade 7
G8	• Grade 8
SG	• Grades 9-12
FD	• Federally Funded
CC CE CM CS CO	• Consulting Teacher/Instructional Facilitator - Grades K-3 - Grades K-8 - Grades 6, 7, 8 - Grades 9-12 - Special Education
RC RE RM	• Title I Reading - Grades K-3 - Grades K-8 - Grades 6, 7, 8
LC LE LM LS	• Title I Language Arts - Grades K-3 - Grades K-8 - Grades 6, 7, 8 - Grades 9-12
MC ME MM MS	• Title I Math - Grades K-3 - Grades K-8 - Grades 6, 7, 8 - Grades 9-12

Code	Teacher Assignments/Positions Description
TT	• Team Teaching
VT	• Vocational
UN	• University
SU	• Substitute
RO	• ROTC
ST	• Speech Program, Special Education
IG	• Intellectually Gifted, Special Education
LI	• Language Program, Special Education
MP	• Modified Program, Special Education
CP	• Comprehensive Program, Special Education
VP	• Vision Program, Special Education
HP	• Hearing/Deaf Program, Special Education
AT	• Alternative School
SE	• In-School Suspension
SM	- Grades K-8
SS	- Grades 6, 7, 8
SS	- Grades 9-12
LL	• Limited Language Proficient (Replaces “Limited English Proficient” Code LE)
DL	• Distance Learning

Code	Administrative Assignments / Positions Description
	• Supervising Principal
PE	- Grades K-8 w / 225 or more students
PM	- Grades 6, 7, 8 w / 225 or more students
PS	- Grades 9-12 w / 225 or more students
PP	- Grades K-12 w / 225 or more students
PV	- Vocational Ed Supervisory Position w / 225 or more students
PO	- Special Education w/ 225 or more students
PF	- Grades K-8 w / 224 or less students
PN	- Grades 6, 7, 8 w / 224 or less students
PG	- Grades 9-12 w / 224 or less students
PQ	- Grades K-12 w / 224 or less students
PW	- Vocational Ed Supervisory Position w / 224 or less students
PR	- Special Education w /224 or less students

Code	Administrative Assignments / Positions Description
TE	<ul style="list-style-type: none"> • Teaching Principal <ul style="list-style-type: none"> – Grades K-8 w / 225 or more students – Grades 6, 7, 8 w / 225 or more students – Grades 9-12 w / 225 or more students – Grades K-12 w / 225 or more students – Vocational Ed Supervisory Position w / 225 or more students – Special Education w / 225 or more students – Grades K-8 w / 224 or less students – Grades 6, 7, 8 w / 224 or less students – Grades 9-12 w / 224 or less students – Grades K-12 w / 224 or less students – Vocational Ed Supervisory Position w / 224 or less students – Special Education w / 224 or less students
TM	
TS	
TP	
TV	
TO	
TF	
TN	
TG	
TQ	
TW	
TR	
AE	
AM	
AS	
AP	
AV	
AO	
LB	<ul style="list-style-type: none"> • Library Media Specialist • Library Media Specialist (K-8) w / 399 or less students
LF	
GE	<ul style="list-style-type: none"> • Guidance Counselor <ul style="list-style-type: none"> – Grades K-8 – Grades 6, 7, 8 – Grades 9-12
GM	
GS	

Code	System-Wide Assignments / Positions Description
DS	• Superintendent / Director
SW	• School Social Worker
EI	<ul style="list-style-type: none"> • Supervisor of Instruction <ul style="list-style-type: none"> – Elementary – Secondary – Elementary/Secondary
SI	
BI	
GP	<ul style="list-style-type: none"> • Psychologist <ul style="list-style-type: none"> – General – Special Education
SP	
TC	• Title I Supervisor
ES	• Special Education Supervisor
VO	• Vocational Director/Supervisor
SL	• Speech-Language Hearing Teacher

Current Assignment Codes no longer valid for 2003-04 school year: OD, BE, VI, MR, MD, ED, SD, HI, DE, PI, HD, DB, RA, BT, OF.

Appendix J
Completion Documents
5/16/00

Document Code	Completion Document Description
1	Regular Diploma
2	Honors Diploma
3	Special Education Diploma
4	High School Certificate
5	No diploma, Senior but did not complete
6	GED

Appendix K
Class Section
Day of the Week Duration
5/16/00

Student Management Software packages will be required to calculate the amount of time a class is scheduled to meet each day until the class scheduling pattern repeats and report an average of the time the class is scheduled for each day over a one week period. If the class takes place during different periods for the weekly cycles, report the periods assigned the first week of the schedule pattern. The duration should exclude time for lunch if it occurs during the class section. When calculating the average, half adjust the calculated number to the next whole number of minutes.

Examples:

Actual Class Schedule 1:					
Week 1:	Monday	Tuesday	Wednesday	Thursday	Friday
Duration (Minutes)	60		60		60
Week 2:	Monday	Tuesday	Wednesday	Thursday	Friday
Duration (Minutes)		60		60	

Reported Average Class Schedule 1:					
	Monday	Tuesday	Wednesday	Thursday	Friday
Duration (Minutes)	30	30	30	30	30

Actual Class Schedule 2:					
Week 1:	Monday	Tuesday	Wednesday	Thursday	Friday
Duration (Minutes)	50		50		50
Week 2:	Monday	Tuesday	Wednesday	Thursday	Friday
Duration (Minutes)		50		50	
Week 3:	Monday	Tuesday	Wednesday	Thursday	Friday
Duration (Minutes)	50		50		100

Reported Average Class Schedule 2:					
	Monday	Tuesday	Wednesday	Thursday	Friday
Duration (Minutes)	33	17	33	17	50

Actual Class Schedule 3:					
Week 1:	Monday	Tuesday	Wednesday	Thursday	Friday
Duration (Minutes)	60		60		60
Week 2:	Monday	Tuesday	Wednesday	Thursday	Friday
Duration (Minutes)	60	60			120

Reported Average Class Schedule 3:					
	Monday	Tuesday	Wednesday	Thursday	Friday
Duration (Minutes)	60	30	30		90

Actual Class Schedule 4:					
Week 1:	Monday	Tuesday	Wednesday	Thursday	Friday
Duration (Minutes)	90		90		90
Week 2:	Monday	Tuesday	Wednesday	Thursday	Friday
Duration (Minutes)		90		90	

Lunch occurs for 30 minutes during the class. It should be subtracted from the duration.

Reported Average Class Schedule 4:					
	Monday	Tuesday	Wednesday	Thursday	Friday
Duration (Minutes)	30	30	30	30	30

Appendix L
Instructional Grade
5/16/00

Grade Code	Instructional Grade Description
PK	Pre-Kindergarten or Pre-School
K	Kindergarten
01	First Grade
02	Second Grade
03	Third Grade
04	Fourth Grade
05	Fifth Grade
06	Sixth Grade
07	Seventh Grade
08	Eighth Grade
09	Ninth Grade
10	Tenth Grade
11	Eleventh Grade
12	Twelfth Grade
T1	First Grade – Transitional
T2	Second Grade – Transitional
T3	Third Grade – Transitional
T4	Fourth Grade – Transitional
T5	Fifth Grade – Transitional
T6	Sixth Grade – Transitional
T7	Seventh Grade – Transitional
T8	Eighth Grade – Transitional

Appendix M
Special Education Option Codes Primary and Secondary
5/16/00

Option	Primary Option Codes	Possible Secondary Option Codes
1	1	1
2	2	1, 2
3	3	1, 2, 3
4	4	1, 2, 3, 4
5	5	1, 2, 3, 4, 5
6	6	1, 2, 3, 4
7	7	1, 2, 3
8	8	None
9	9	None
10	10	None

APPENDIX N DELETED